TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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ADDENDUM #1

RFP 18-40 Response to Questions

1. The last paragraph of Section 1 (Overview/Purpose) mentions that a total of $35,000 is available as an allocation of the Town's CDBG Program for FY19 to fund the ZBWG. Please clarify if this amount is for the sign code update work only, or if it is for all of the possible amendments contemplated in the Zoning Bylaws? If it is for the latter (all Zoning Bylaw amendments), how much would be available for the sign code update work?

The $35,000 has been allocated to fund the sign regulations update only.

2. The Zoning Audit is obviously an influential document to the Town as it has provided important guidance thus far. Was this completed in-house by staff or did you use a consultant? If so, would you share the name of the firm who did the work? Also, would it be possible to receive a link to the Zoning Audit as it may be helpful as we consider this RFP?

The Zoning Audit was prepared by RKG Associates Inc. The Zoning Audit can be reviewed here: https://www.arlingtonma.gov/home/showdocument?id=28453.

3. Paragraph 2 of Section VIII (Submittal Requirements) is of concern as it seems to state that only firms with experience working with Massachusetts municipalities are eligible to submit. If so, as we have not worked in Massachusetts, although we have experience with sign codes in many other states, if would appear we would be ineligible. Your clarification of this point would be appreciated.

The specific reference to Massachusetts municipalities in Paragraph 2 of Section VIII is a mistake. Any experience working with municipalities is required. Please refer to Selection Criteria 2 which does not specify Massachusetts municipalities.

4. Finally, when will you respond to questions, and will you share the questions and answers you provided to other responders?

Responses will be circulated to other responders.